

APPROVED

**VIRGINIA BOARD OF LONG-TERM CARE ADMINISTRATORS
SPECIAL CONFERENCE COMMITTEE
MINUTES**

Monday, November 7, 2011

**Department of Health Professions
9960 Mayland Drive, Suite #300
Henrico, Virginia 23233**

- CALL TO ORDER:** A Special Conference Committee of the Board was called to order at 1:02 p.m.
- MEMBERS PRESENT:** Tom Orsini, NHA Chair
Randy Scott, NHA, ALFA
- DHP STAFF PRESENT:** Lynne Helmick, Deputy Executive Director
Kathy Truesdale, Discipline Operations Manager
David Kazzie, APD
- OTHERS PRESENT:** Michael Bragg, Esq.
Angela Wiclener
- MATTER:** **Sandra L. Minton, ALFA**
License No.: 1706-000020
Case No.: 137952
- DISCUSSION:** Ms. Minton appeared before the Committee in person in accordance with a Notice of the Board dated September 15, 2011. Ms. Minton was represented by Michael Bragg of Bragg Law, PLC.
- The Committee fully discussed the allegations in the Notice with Ms. Minton.
- CLOSED SESSION:** Upon a motion by Mr. Scott, and duly seconded by Mr. Orsini, the Committee voted to convene a closed meeting pursuant to §2.2-3711.A(27) of the Code of Virginia, for the purpose of deliberation to reach a decision in the matter of Sandra L. Minton, ALFA. Additionally, he moved that Ms. Helmick, Ms.

Truesdale and Mr. Kazzie attend the closed meeting because their presence in the closed meeting was deemed necessary and would aid the Committee in its discussions. The Committee entered into closed session at 1:38 p.m.

RECONVENE:

Having certified that the matters discussed in the preceding closed session met the requirements of §2.2-3712 of the Code, the Committee re-convened in open session at 2:15 p.m.

DECISION:

Upon a motion by Mr. Scott, and duly seconded by Mr. Orsini, the Committee placed Ms. Minton on Probation for not less than 24 months along with other Terms and Conditions.

VOTE:

The vote was unanimous.

ADJOURNMENT:

The Committee adjourned at 2:21 p.m.

Tom Orsini, NHA, Chair

Lisa R. Hahn, Executive Director

Date

Date

